

**DETERMINATION AND FINDINGS FOR
A SOLE SOURCE CONTRACT**

CONTRACT NO.: DCRL-2019-R-0082
CAPTION: Consulting - ADP
PROPOSED CONTRACTOR: Public Consulting Group, Inc.
PROGRAM AGENCY: Child and Family Services Agency (CFSA)

FINDINGS

1. AUTHORIZATION:

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700 and 1701.

2. MINIMUM NEED:

The Government of the District of Columbia, Child and Family Services Agency (CFSA), has an immediate need for the contractor to continue to develop and update CFSA's Fiscal Years 2020 and 2021, Advance Planning Documents (APD) for the federal Health and Human Services (HHS) – Administration for Children and Families (ACF).

3. ESTIMATED REASONABLE PRICE:

\$22,000.00.

4. FACTORS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

The contractor will support CFSA in developing a cost allocation plan and advance planning to describe maintenance of the current District welfare information system referred to as FACES, and the need to obtain an updated version of the CCWIS. FACES and the new more modern CCWIS system are CFSA's system used for developing claims and assist in administering the Agency Programs. CFSA seeks to obtain approval for the information technology operations and initiatives in FY20 and FY 21 to be able to make quarterly claims for reimbursement from HHS. The Contractor currently operate a claims and payment management system and provides other administrative functions for D.C. Department of Health Care Finance under the District's city-wide contract number CW61674. The contractor has the expertise to assist CFSA fulfill the requirement for similar services.

Therefore, it is in the best interest of the District to proceed with these services from the above-referenced contractor. Failure to secure this contract would cause an interruption in service and imminent a threat to the health, safety and welfare of youth in care of CFSA

5. CERTIFICATION BY AGENCY HEAD:

I hereby certify that the above findings are true, correct and complete to the best of my knowledge.

Date

Brenda Donald
Director

6. CERTIFICATION BY CONTRACTING OFFICER

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with 27 DCMR 1304 and that no response was received.

Date

Tara Sigamoni
Agency Chief Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive bidding process under either Section 402 or 403 of the District of Columbia Procurement Practice Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code §2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the sole source method of procurement.

Date

Tara Sigamoni
Agency Chief Contracting Officer